

<b>Activity:</b>	<b>5.9 Initiate Procurement of Hardware and Software</b>
<b>Responsibility:</b>	Project Manager/Team
<b>Description:</b>	<p>Careful consideration should be given to purchasing off-the-shelf software before expending the time, resources, and costs associated with developing custom-built systems. Whenever possible, acquire off-the-shelf software to satisfy some or all of the project requirements. In addition, some projects may require the acquisition of hardware or software to support the design, code, and test processes.</p> <p>Try to acquire a demonstration package of any proprietary software before completing the design specifications. The proprietary software may prove inadequate or inappropriate once it has been evaluated through hands-on use. Create a pilot of the software product to exercise the most important functions provided by the proprietary software as well as to obtain definite performance indications.</p> <p>Initiate the procurement of any hardware or software well in advance of the planned need for these products. Adequate time must be allocated in the Project Plan timeline for the selection, procurement, installation, testing, and training associated with each vendor product.</p> <p>The project team may assume all of the procurement, installation, and testing responsibilities, or the acquisition and testing of some hardware and software may be initiated by the functional area that is most familiar with the product. For example, a local area network engineering group may procure and test local area network or client/server software; a mainframe systems group may procure and test mainframe software.</p> <p><b>Note:</b> When the expected operating platform for a software product will require extensive procurement of hardware and software, it is recommended that procurement needs be addressed as early in the lifecycle as possible. If hardware and software acquisition requirements are known, develop the Acquisition and Installation Plans for all operating sites and initiate the procurement process. Review and, if necessary, revise the Acquisition and Installation Plans at the beginning of the Programming Stage. Requirements for the Acquisition and Installation Plans are provided in <i>Chapter 7, Programming Stage</i>.</p> <p><b>Work Product:</b> Place a copy of all software and hardware procurement records (e.g., justifications, approvals, purchase orders, and invoices) and the Acquisition and Installation Plans (if developed) in the Project File.</p>

**Review Process:** Not required; however, a peer review of software and hardware procurement records can be beneficial to ensure the correct order is placed.